

Business Gateway Governance Board Meeting Notes
May 11, 2006

Participants:

Shivani Desai, BG Program Manager
Sharon Hopkins, DOD
Neil Sattler, DoEd
Bernie Gordon, DOI
Bill Burdett, DOJ
Steven Lott, DOT
Dan Mitz, DOT
Jackie Patillo, DOT
Craig Hooks, EPA
Nate Zuckerberg, GSA
Stan Kaczmarczyk, GSA
Jack Stoute, HHS
Dave Thompson, OPM
Stephen Galvan, SBA
Christine Liu, SBA
Charles McClam, SBA
Nancy Sternberg, USDA
Chris Niedermayer, USDA

Kim Nelson, OMB
Jeff Koch, OMB
Tim Wang, OMB Representative
Yash Shah, OMB Representative
Mardel Hall, BG PMO
Franklyn Matthews, BG PMO
Cameron Hogan, BG PMO
Jiyoung Chung, BG PMO
Gary Schaumburg, BG PMO
John Gregory, M2
Lynne Smith, Unisys

Phone participants:

Cesar DeGuzman, DOL
Barbara Bingham, DOL
Donna Eden, HUD
Dan Hastert, Treasury
Janine Lafayette, VA

Meeting Time and Location

Thursday, May 11, 2006, 10:00am – 11:30am
Small Business Administration, 7th Floor Administrator's Conference Room

Agenda

- PROJECT MANAGEMENT REVIEW:
 - Welcome New SBA CIO
 - Welcome New Deputy Program Manager
 - MOU Update
 - Reprogramming Update
- PROJECT STATUS:
 - Advisory Group's FY08 Funding Model Recommendation
 - High-Level Activities for BG Now-September 2006
 - FY06 Data Call Update
 - Forms Catalog Update

PROJECT MANAGEMENT REVIEW:

- **Farewell to Program Manager Shivani Desai** - Stephen Galvan said farewell to Program Manager Shivani Desai, who will become a Business Specialist at an SBA Field Office in Arizona. Many thanks to Shivani for the significant contribution and leadership she has provided to Business Gateway.
- **New Business Gateway Deputy Program Manager** - Stephen Galvan also welcomed Nancy Sternberg, USDA, who will join SBA as Business Gateway's Deputy Program Manager for Business Gateway starting Monday, May 22, 2006. Nancy brings significant Business Gateway and e-Gov experience, which will ensure a smooth transition.
- **New SBA CIO** - SBA also welcomes its new CIO, Christine Liu, who comes from the Department of State, where she served as Chief Knowledge Officer and Acting Deputy Chief Information Officer.

- **MOU/ Reprogramming Update** – BG has completed MOUs and transferred funds for 16 agencies. Outstanding agencies are due to reprogramming requirements.
- **New Governance Board Member** – BG welcomes Dan Mitz, DOT's new CIO.

PROJECT STATUS:

FY08 Funding Model Vote

- There was a clear quorum among Governance Board members to move forward with the Advisory Group's recommendation for the FY 08 Funding Model. BG's Advisory Group recommends last year's allocation model updated with enacted FY 06 data (Option 2 of three options presented).
- The table below documents Governance Board member votes:

	Agency	Vote
1	Department of Agriculture	Yes
2	Department of Commerce	Yes
3	Department of Defense	Yes
4	Department of Education	Yes
5	Department of Energy	Absent
6	Department of Health and Human Services	Yes
7	Department of Homeland Security	Absent
8	Department of Housing and Urban Development	Yes
9	Department of Justice	Yes
10	Department of Labor	Yes
11	Department of State	Absent
12	Department of the Interior	Yes
13	Department of the Treasury	Yes
14	Department of Transportation	Yes
15	Department of Veterans Affairs	?
16	Environmental Protection Agency	Yes
17	General Services Administration	Yes
18	National Aeronautical and Space Administration	Absent
19	National Science Foundation (electronic vote)	Yes
20	Office of Personnel Management	Yes
21	Small Business Administration	Yes
22	Social Security Administration (electronic vote)	Yes

- Business Gateway will follow up with absent Governance Board members to obtain their votes.
- Business Gateway's FY 08 funding allocation for partner agencies is on the next page.
- Business Gateway would like to thank partner agencies for their continued support of the initiative. The initiative's success is impossible without agencies' participation and commitment to collaborate to help small businesses.
- Throughout FY 07, BG will gather data to consider for a fee-for-service model. These are not the metrics that will necessarily factor into the model – they are a comprehensive list of metrics BG will track in order to determine which metrics make the most sense to include in the future fee-for-service model.

- BG will include potential metrics for FY 08 in the next Governance Board meeting agenda so they can weigh in early in the process for next year. BG will present usage statistics throughout the year to provide insight into how the data will play out in the FY 08 funding model.

High-Level Activities for BG Now Until September 2006

- BG will design, develop, test, and deploy the portal and search capability for re-launch by October 1, 2006.
- In addition to portal development, BG will be conducting outreach activities. For example, Adjoa Oriyomi and Brad Pantuck are currently presenting at the 2006 National Environmental Partnership Summit in Atlanta.
- BG asks that partner agencies let BG know about outreach activities they're conducting so that we can mutually benefit from them.

FY 06 Data Call Update

- BG is currently reviewing data call results for missing attributes or missing submissions. BG has developed a tool to assist with data editing.
- BG will contact agencies individually to validate SBPRA contacts for publishing June 28, 2006 to fulfill SBPRA statutory requirements.
- OMB will issue an SBPRA notice.

Forms Catalog Update

- The number of forms is stable, relatively unchanging month to month.
- The Forms Catalog will adopt the same look-and-feel as Business.gov's re-design, to be launched October 1, 2006.

Next Steps

- BG will follow up with agencies absent from the meeting to obtain their votes.
- The next Advisory Group meeting will be June 14, 2006.
- BG will publish the SBPRA-mandated points of contact and compliance assistance resources by June 28, 2006.
- The next Governance Board meeting will be August 9, 2006.